

SECRET

77-0353

2 FEB 1971

CC-M71-060

29 JAN 1971

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT : Office of Communications Category 6 Reports

The Office of Communications category 6 reports are:

<u>Number</u>	<u>Subject</u>	<u>Frequency</u>
DD/S/OC-020	Categories II & III on-duty strength (DD/S)	Quarterly
DD/S/OC-021	OC Ceiling & strength report (DD/S)	Monthly
DD/S/OC-027	Departure or return TDY senior officers (DD/S)	Aperiodically
— DD/S/OC-032	Operation Purge (DD/S)	Quarterly
— DD/S/OC-041	ADP Management Report	Semi-Annual
DD/S/OC-043	Significant Events (D/CO for DD/S)	Weekly
— DD/S/OC-056	Computer Utilization (DD/S)	Semi-Annual

This listing is forwarded for determination of continuance of the reports required by the DD/S or his Executive Office.

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Executive Assistant, OC**SECRET**

GROUP 1
Excluded from automatic
downgrading and
declassification

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